

MEMORANDUM

TO: District Test Coordinators

FROM: DRC MAP Helpdesk

DATE: October 2015

SUBJECT: 2015–2016 MAP Grade-Level Classroom Diagnostic Tools/Interim Assessments eDIRECT Information

Dear District Test Coordinator,

The purpose of this memo is to provide you with important dates and information for the 2015–2016 MAP Grade-Level Classroom Diagnostic Tools (CDT) Interim Assessments. The CDT will be available beginning November 2, 2015 through July 29, 2016 for districts to use with students. The CDT will be accessed through the INSIGHT online testing platform. Student and teacher information will be managed in eDIRECT, which will also contain the supporting documents and user guides for the CDT administration.

The following release dates have been established in preparation for the CDT assessments:

OCTOBER 5	
What is Available?	Necessary Action
DRC assigns DTCs to the CDT 2015–2016 administration, and assign permissions.	DTCs must then copy DITCs, STCs, and Test Examiners from the Summative Spring 2015 administration to the CDT 2015–2016 administration and assign permissions. Any users who do not need access to the CDT administration should not be copied. Any users not already in eDIRECT must be added.
eDIRECT User Guide – User Administration	Access under General Information – Documents and select eDIRECT User Guides from the Document Type dropdown. DTCs use this guide to assist in setting up users and assigning permissions to eDIRECT.
DRC INSIGHT Technology User Guide	Access under General Information – Documents and select INSIGHT Technology User Guide from the Document Type dropdown. DITCs use this guide to assist in installing and configuring INSIGHT software for online testing. NOTE: The new INSIGHT online testing platform version 6.0 must be downloaded from eDIRECT, configured and installed on testing devices. The old version (used for spring 2015 testing) must be uninstalled.
DITC Training Presentation (recorded)	Access under General Information – Documents and select DITC Training from the Document Type dropdown. DITCs view this training to learn about changes to the INSIGHT software to prepare for installing and configuring the software for online testing. NOTE: The new INSIGHT online testing platform version 6.0 must be downloaded from eDIRECT, configured and installed on testing devices. The old version (used for

	spring 2015 testing) must be uninstalled.
CDT User Guide	<p>Access under General Information – Documents and select CDT User Guide from the Document Type dropdown.</p> <p>DTCs and STCs use this guide as a reference to learn more about and prepare for the CDT assessments.</p>
Online Tools Training (OTT)	<p>Access under via the DRC INSIGHT Online Assessments software icon on the device desktop, or access the public version via the link on the eDIRECT homepage.</p> <p>Students use this training to become familiar with the online testing navigation and functionality. OTTs should be used after students have viewed the Online Testing Tutorial.</p>
OCTOBER 8	
CDT Online Testing Tutorial posted to eDirect (recorded)	<p>Access under Test Setup – General Information – Test Tutorials, or via a link on the INSIGHT software landing page.</p> <p>Students and teachers use this tutorial to become familiar with the INSIGHT functionality. It is also beneficial for DTCs, STCs, TEs, and Teachers to view the tutorial.</p>
OCTOBER 12	
DTC Training Presentation posted to eDirect (recorded)	<p>Access under General Information – Documents and select DTC Training from the Document Type dropdown.</p> <p>DTCs use this recorded training to learn about roles and responsibilities for administering and overseeing the CDT assessments.</p>
eDIRECT Training Modules for User Administration posted to eDirect (recorded)	<p>Access under General Information – Documents and select eDIRECT Training – User Admin from the Document Type dropdown.</p> <p>DTCs and STCs may view these training modules to learn more about setting up users and assigning permissions in eDIRECT.</p>
OCTOBER 19	
eDIRECT Training Modules for Test Setup posted to eDirect (recorded)	<p>Access under General Information – Documents and select eDIRECT Training – Test Setup from the Document Type dropdown.</p> <p>DTCs, STCs, and Teachers/Test Examiners may use these training modules to learn how to use the Test Setup System, which is used to manage student and teacher information, create test sessions, update student accommodations, print test tickets, and monitor student testing.</p>
eDIRECT User Guide – Test Setup posted to eDirect	<p>Access under General Information – Documents and select eDIRECT User Guides from the Document Type dropdown.</p> <p>DTCs, STCs, and Teachers/Test Examiners use this guide to assist in using the Test Setup System which is used to manage student and teacher information, create test sessions, update student accommodations, print test tickets, and monitor student testing.</p>
eDIRECT Test Setup functionality available	Test Setup is where DTCs and STCs will load student and teacher information and set up test sessions. Preparations in Test Setup must be completed prior to testing, or

students will not be able to test.

Questions

For questions about the test administration or other technical information, please contact:	For questions or information regarding MAP policy and testing procedures, please contact:
DRC MAP Service Line Phone: 1-800-544-9868 Email: maphelpdesk@datarecognitioncorp.com	Missouri Department of Elementary and Secondary Education, Assessment Section Phone: 573-751-3545 Email: assessment@dese.mo.gov Website: http://dese.mo.gov/college-career-readiness/assessment